



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

Office of Public Instruction
P.O. Box 202501
Helena, MT, 59620-2501
(406) 444-3095
(888) 231-9393
(406) 444-0169 (TTY)
opi.mt.gov

TO: Montana Educators Who Administer the CRT or CRT-Alternate and/or Handle the Testing Materials
FROM: Judy Snow, State Assessment Director
DATE: December 2012
RE: Test Administration and Test Security Information for the Spring 2013 CRT and CRT-Alternate

The following information is provided to all educators who handle testing materials and/or administer the CRT and CRT-Alternate Assessments.

The Montana Comprehensive Assessment System (MontCAS) requires that the test questions remain secure. To maintain the security of the tests, only authorized persons are permitted to use the test questions and reading passages. With the exception of questions and reading passages released by the Montana Office of Public Instruction with official reports and on the OPI Web site, all test questions, as well as reading passages and performance tasks, are to be regarded as secure instruments and are for the sole purpose of the Montana CRT and CRT-Alternate testing. Any other use of these materials requires the prior written consent of the Montana Office of Public Instruction.

As a professional educator, it is appropriate that you receive training on test security and administration so that you can fulfill your professional obligations. It is the responsibility of a professional educator to maintain the security of the test and the test materials. Please understand that a security breach or serious testing irregularity could result in disciplinary action up to and including revocation of a professional license for the person responsible for the breach and/or it could result in invalidated student scores and impact AYP determination(s).

The following is key information you should receive in training about test security and test administration **before** handling materials or administering the assessments.

Test materials must be kept secure when not being used for testing

- Test materials must be kept secure when not being used for testing.
- Test materials must not be reproduced (unless directed to do so for specific circumstances or assessments) or in any way released without the written consent of the Montana Office of Public Instruction.
- Test items, questions, reading passages, or performance tasks may not be shared or discussed.
- All test booklets and answer booklets must be returned to Measured Progress on time. Late or missing booklets constitute a serious security breach and could result in the invalidation of student results for schools and/or systems.

In the testing classroom

- What constitutes coaching?
- What constitutes a security breach/serious testing irregularity?
- What materials can and cannot be displayed in the testing classrooms?

Reporting a Testing Irregularity or Security Breach

- A suspected testing irregularity should be reported immediately to the System Test Coordinator, principal, and OPI within 3 days in person or by phone.
- The Testing Irregularity Form (TIR) is to be completed online by the System Test Coordinator within 5 days of the incident.
- If there is concern about ramifications from local reporting of an irregularity or breach, the paper form may be completed and submitted directly to the State Assessment Director. A pdf copy is online for this purpose. Click on the security tab at the following link http://opi.mt.gov/curriculum/MontCAS/#gpm1_5

It can be faxed or mailed to:

Judy Snow, OPI, P. O. Box 202501, Helena, MT 2501 or FAX: 406-444-0743

If you have questions, please contact Judy Snow, 406-444-3656 or jsnow@mt.gov

Accommodations

- There is no standard accommodation (including oral presentation) that provides an opportunity for a student to request or receive help on a specific word, phrase, line, pronunciation, definition, item, question, answer choice, or any part of the assessment.
- Standard accommodations do not override standard administration of the CRT or the need for independent work by the students.
- Allowable standard accommodations for the CRT that are described in a student's IEP/504 Plan should match those used during the administration of the CRT.
- Non-standard accommodations for the CRT that are described in a student's IEP/504 Plan should be used during the administration of the CRT.
- Accommodations coded with * are suggested as appropriate for Limited English Proficient (LEP) students.
- **Accommodations coded with ** are intended for use with students identified as IEP/504/LEP. These accommodations must be listed in the student's IEP, 504 plan, or LEP plan.**
 - In unusual circumstances, approval may be requested for a general education student (not identified as IEP/504/LEP) to be administered the CRT with an accommodation keyed with **. In most cases, these are students who may have a medical emergency at the time of testing. In medical emergency cases, please contact Judy Snow, 406-444-3656 jsnow@mt.gov
 - **New This Year:** For prospective cases in which the request is not related to a medical emergency, the four guidelines below should be followed.
 - The accommodation has been in place and used regularly in classroom instruction for at least three consecutive months.
 - A team made the decision about the appropriateness of the accommodation for instruction and formalized assessments.
 - There are data to demonstrate the effectiveness of the accommodation for the student on formalized assessments.
 - The accommodation is used in the administration of ALL other formalized assessments such as MAPS, chapter tests, unit tests, and other tests administered to groups of students.OPI is providing an online system to request approval. System Test Coordinators have received instructions to submit the requests.

The window for requests is December 20, 2012 – February 1, 2013.

Follow procedures provided during training and in the following online documents

http://opi.mt.gov/curriculum/MontCAS/#gpm1_5

- *Test Administrator Manual for the CRT*
- *Test Administrator Manual for the CRT-Alt*
- *Test Security Guidelines*
- *PDF Copy of Testing Irregularity Report (TIR)*
- *Accommodations Manual and Guidance Memo*
- *Samples of Information Memos for System Test Coordinators, Principals/Authorized Representatives, and Teachers*

Thank you for all your good work.

There is more to assessment than testing!